BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 214 DECEMBER 4, 2013 – WORK SESSIONS

Public Works Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, December 4, 2013 at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via teleconference

Helen Price Johnson, Member

Staff Present: Bill Oakes, Director, Joantha Guthrie, Steve Marx, Joe Araucto, Doug

Cox

Others Present: Elaine Marlow, Budget Director

Record @ 00:15

Add-on

Subject/Description: Marshall Utility District

Attachment: none

Information: Bill reported that the small pump failed and needs to be replaced. Estimated cost is \$8,000.00 leaving approximately \$2000.00 in the fund. He will need to talk about a maintenance

assessment for the utility in the future.

Add-on

Subject/Description: Driftwood Way Report by GeoEngineers

Attachment: none

Information: Report is available and will be posted on the web. Community will be notified.

Solid Waste

Subject/Description: Solid Waste 2013 Bad Debt Write Off

Attachment: yes

Action Requested: Approval of Solid Waste Department Uncollectable Debt Write Off;

Amount: \$1,237.75.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Roads

Subject/Description: Supplemental Agreement No. 1 – Watershed Science, Inc.

Attachment: Draft Copy of Supplemental Agreement No. 1

Action Requested: Approval of Supplemental Agreement No. 1 Watershed Science, Inc. Countywide Aerial Mapping Project; Extension of Completion Date to December 31, 2014.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: 2014 Multi Year On-Call Consultant Contracts **Attachment:** Memorandum dated 11/22/13 from Joe Araucto, to BOCC **Action Requested:** Approval of 2014 Multi Year On-Call Consultant Contracts.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 215 DECEMBER 4, 2013 – WORK SESSIONS

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Sole Source Resolution

Attachment: Resolution

Action Requested: Approval of Sole Source resolution for purchase of Hilfiker Retaining Walls

Construction materials for the Fidalgo Drive Slope Stabilization Project. **Follow Up**: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Surface Transportation Project - Regional (STP-R) Grant

Applications

Attachment: Memorandum & Aerial View Project Information Maps (2)

Action Requested: Surface Transportation Project Regional (STP-R) Grant Applications; New County Road – Right-of-Way & Crescent Harbor Road/Regatta Drive Intersection Improvements

Follow Up: Okay with full Board to move forward with grant applications.

Subject/Description: Transportation Alternatives Program (TAP) Grant Applications

Attachment: Memorandum & Figure 1 & 2/Bike Route Maps

Action Requested: Transportation Alternatives Program (TAP) Grant applications; South

Whidbey Bike Route & Camano Bike Route.

Follow Up: Okay with Board to move forward with grant applications.

Human Services Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, December 4, 2013, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member – via teleconference

Helen Price Johnson, Member

Staff Present: Jackie Henderson, Director, Lynda Richards

Others Present: Elaine Marlow, Budget Director

Record @ 55:40

Add-on

Subject/Description: Appointment of Designated Mental Health Professional

Attachment: yes

Information: Appointment of Cheryl May as Designated Mental Health Professional.

Subject/Description: RFP process for 2014 Housing Assistance funding (cont. 11/13/13)

Attachment: 2014 Housing Assistance Proposals – Recommendations for Funding

Discussion: Continued review of the 2014 Housing Assistance recommendations for funding.

Follow up: Okay with full Board move forward with recommendations.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 216 DECEMBER 4, 2013 – WORK SESSIONS

Human Resources Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 4, 2013 at 10:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via teleconference

Helen Price Johnson, Member

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Jackie Henderson, Kelly Mauck, Greg Banks, LaRae Brown

Record @ 01:17:50

Subject/Description: Administrative Services

Attachment:

Discussion: Postponed to the December 18, 2013 work session.

Subject/Description: Job Requisitions

Attachment: yes **Action Requested:**

Human Services

• Substance Abuse Treatment Coordinator, replacement C-11, #105/13

Commissioner Price Johnson moved to approve Job Requisition #105/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Sheriff

• Administrative Assistant, approved in 2014 Budget NR-12, #094/13

Commissioner Price Johnson moved to approve Job Requisition #094/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Auditor

• Accountant, replacement, NR-13 #97/13

Commissioner Price Johnson moved to approve Job Requisition #097/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Prosecuting Attorney

• Deputy Prosecuting Attorney, replacement, DP-13 #103/13 Commissioner Price Johnson moved to approve Job Requisition #103/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Assessor

• Analyst, replacement, C-12 #104/13

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 217 DECEMBER 4, 2013 – WORK SESSIONS

Commissioner Price Johnson moved to approve Job Requisition #104/13. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject/Description: Memorandums of Agreement/Resolution

Attachment:

Action Requested: Approval of the following:

Memorandum of Understanding with WSCCCE Local 1845

- Memorandum of Understanding with the Island County Deputies Guild Corrections
- Resolution Settling a Grievance with AFSCME Local 1845

Follow up: Okay with full Board to move to Monday's consent agenda.

Subject/Description: Resolution establishing a one-time payment of \$75.00 to NR participants in WCIF Medical

Attachment: resolution

Action Requested: Approval of resolution establishing a one-time payment of \$75.00 to Non-

Represented participants in WCIF Medical.

Follow up: Okay with full Board to move to Monday's consent agenda.

Planning & Community Development Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 4, 2013 at 10:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member – via teleconference

Helen Price Johnson, Member

Staff Present: David Wechner, Director, Paula Bradshaw, Brad Johnson, Will

Simpson

Others Present: Elaine Marlow, Budget Director

Record @ 01:43:47

Subject/Description: Smart Growth America

Attachment: Application for Smart Growth America's free technical assistance

workshops/draft letter of support

Action Requested: Approval of letter in support of the Clinton Community Council's efforts to obtain a Smart Growth America Technical workshop grant. The county would need to be the applicant. The only requirement is to report on the progress of implementing any local solutions that result from the assistance.

Follow up: Commissioner Price Johnson moved to authorize the Chair to sign the application support letter. The motion was seconded by Commissioner Johnson. Commissioner Emerson amended the motion to provide for three independent signature

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 218 DECEMBER 4, 2013 – WORK SESSIONS

blocks on the application support letter. With no second to the amended motion the original motion passed with a vote of two in favor and one opposed.

Subject/Description: Comprehensive Plan Amendment 026/13

Attachment: Documents as transmitted to the Planning Commission 11/19/13 **Action Requested:** Schedule for public hearing an amendment to the Land Use Map of the Greenbank Farm Master Plan and the regulations for the Greenbank Farm Special Review District as specified in ICC 17.03.163.

Follow up: Commissioner Price Johnson moved to schedule CPA 026/13 for Public Hearing on December 23, 2013 at 6:15 p.m. The motion was seconded by Commissioner Johnson and carried unanimously.

Subject/Description: PBRS 277/12 Earth Sanctuary, LLC

Attachment: Staff report and draft agreement

Action Requested: Schedule public hearing for PBRS 277/12 Earth Sanctuary, LLC. Applicant is requesting 25 PBRS points which would equate to a 60% tax reduction. Planning is recommending 20 PBRS points which would qualify the applicant's property for a 50% tax reduction.

Follow up: Commissioner Price Johnson moved to schedule PBRS 277/12 for Public Hearing on December 23, 2013 at 6:15 p.m. The motion was seconded by Commissioner Johnson and carried unanimously.

Subject/Description: I-502 Implementation

Attachment: schedule

Discussion: Discussion of the schedule and timeline for the review of land use zones for production, processing and retail sales of recreational marijuana, which will be taken to the Planning Commission at a workshop scheduled for December 10, 2013.

Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 4, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via teleconference

Helen Price Johnson, Member

Staff Present: Keith Higman, Director, Suzanne Turner

Others Present: Elaine Marlow, Budget Director

Record @ 02:52:35

Administration

Subject/Description: Board of Health

Attachment: none

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 219 DECEMBER 4, 2013 – WORK SESSIONS

Information: Keith noted that at the December 16, 2013 BOH meeting the Chair for 2014 will be appointed and the January 20, 2014 and February 17, 2014 regular meetings will be rescheduled to Special Session dates due to conflicts with federal holidays.

Subject/Description: Changes to Washington State Department of Ecology Site Hazard Assessment Grants for 2013-2015

Attachment: DOE email and Memo

Information: Significant changes to the Site Hazard Assessment Grants include:

- No carry-over of funds from one biennium to the next.
- Limitations on the use of grant funds for methamphetamine laboratory response.

Subject/Description: Department of Health Process Improvement Mini-Grant for Public Health Contract Review and Approval Process

Attachment: Award letter and Statement of Work

Information: Island County Public Health was awarded \$10,000.00 to be used towards

improving their contract review and approval process.

Community & Family Health

Subject/Description: Behavioral Health Specialist Agreement

Attachment: Contract No. HD-16-2013

Action Requested: Approval of Agreement between Island County Public Health and Mariam

Ross, Behavioral Health Specialist; Amount: not to exceed \$13,000.00/year.

Follow up: Okay with full Board to move forward with agreement following legal and risk

review.

Add-on

Subject/Description: Toddler Learning Center Agreement

Attachment: agreement

Action Requested: Approval of Local Early Intervention Agreement between Island County Public Health and Toddler Learning Center; Agreement continues early identification services by community health nurses and subsequent referral to Family Resource Coordinators. Contract No.

HD-15-2013; Contract Amount: \$0.00

Follow up: Okay with full Board to move forward to BOH for signature.

Environmental Health

Subject/Description: Water Availability Verification (WAV) Appeal

Attachment: letter of appeal

Information: Keith briefed the Board on appeal procedures for denial of a Water Availability

Verification Application.

Follow up: Procedural conservation will take place at the December 16, 2013 BOH meeting.

Subject/Description: Approval of equipment purchase exceeding \$10,000

Attachment: yes

Action Requested: Approval of purchase of YSI EXO Sonde Meter for water quality sampling, monitoring and identification for Maxwelton Bacteria Source Identification Project funded through DOE Grant No. G1200280; Amount: \$12,853.00.

Follow up: Okay with full Board to move forward to the December 16, 2013 regular agenda.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 220 DECEMBER 4, 2013 – WORK SESSIONS

Add-On

Subject/Description: Tuberculosis

Attachment: none

Information: Keith briefed the Board on an active tuberculosis case in Island County.

Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, December 4, 2013, at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member – via teleconference

Helen Price Johnson, Member

Staff Present: Tim Lawrence, Director

Others Present: Elaine Marlow, Budget Director

Record @ 03:39:55

Subject/Description: WSU Extension update

Attachment: Neonicotinoid Pesticides and Honey Bees Fact Sheet/WSU Master Naturalist

Program

Information: Tim Lawrence spoke briefly regarding a WSU Fact Sheet on Neonicotinoid Pesticides and Honey Bees that he researched as well as a Master Naturalist Program that will be modeled after the training portion of the Master Gardener program.

Subject/Description: Interagency Agreement between Washington State University

Extension

Attachment: Agreement – Appendix A-4

Action Requested: Approval of Interagency Agreement, Appendix A-4, between WSU

Extension and Island County; Time Period: 1/1/14-12/31/14; Amount: \$36,680.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Survey Instrument - Assessment of WSU Extension Programming in

Island County Attachment: none

Discussion: Tim Lawrence briefed the Board on the progress of the survey.

Budget Director/GSA/IT Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 4, 2013, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via teleconference

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 221 DECEMBER 4, 2013 – WORK SESSIONS

Helen Price Johnson, Member

Staff Present: Elaine Marlow, Budget Director

Record @ 04:03:50

Subject/Description: Contract for Animal Control Services with Camano Island Kennels

LLĊ

Attachments: Memorandum dated 12/4/13 from Elaine Marlow to BOCC/ draft contract

Action Requested: Approval of contract for Camano Island Animal Control Services; Amount:

\$43,500.00.

Follow-up: Okay with full Board to move forward with contract.

Subject/Description: Contract for Public Defense Services

Attachments: Memorandum dated 12/4/13 from Elaine Marlow to BOCC/draft contract

Action Requested: Approval of Contract with Island Defense, PLLC, for Provision of Legal

Public Defense Services; Terms: 1/1/14-12/31/16; Contract Amount: \$560,544.00.

Follow-up: Okay with full Board to move forward with contract.

Subject/Description: 2013 Budget Amendment

Attachments: draft resolution

Action Requested: Elaine Marlow provided the Board with the draft resolution amending the

2013 Island County Budget for their review.

Follow-up: Continue review to the December 18, 2013 work session.

Commissioner Price Johnson moved to schedule a Public Hearing on Resolution C-117-13 in the matter of Amending the 2013 Island County Budget for December 23, 2013 at 6:15 p.m. The motion was seconded by Commissioner Emerson and carried unanimously.

Commissioners Agenda Summary Minutes

The County Commissioners met during Work Session on Wednesday, December 4, 2013 at 10:45a.m. and 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill

Kelly Emerson, Member - via teleconference

Helen Price Johnson, Member

Others Present: Elaine Marlow, Budget Director, Keith Higman

Record @ 01:41:56

Subject/Description: Consider appointment to the Lodging Tax Advisory Committee

Attachments: yes

Action Requested: The Board considered appointment to the Lodging Tax Advisory

Committee.

Follow up: Okay with full Board to forward recommendation to Monday's agenda.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 222 DECEMBER 4, 2013 – WORK SESSIONS

Subject/Description: Consider appointment/reappointment to the Historic Preservation

Commission

Attachments: yes

Action Requested: The Board considered appointment/reappointment to the Historic

Preservation Commission.

Follow up: Okay with full Board to forward recommendation to Monday's agenda.

Subject/Description: Ordinance amending ICC 3.02C.040 Rural County Sales or Use Tax to allow Financing Economic Development Office Personnel

Attachments: draft ordinance

Action Requested: Ordinance will amend the language in ICC 3.02C.040 so that it is aligned

with state law.

Follow up: Okay with full Board to move forward with ordinance.

Record @ 02:25:13

Subject/Description: Resolution supporting the Washington State Association of Counties (WSAC) Fiscal Sustainability Initiative

Attachments: draft resolution

Action Requested: Approval of resolution supporting the Washington State Association of

Counties (WSAC) Fiscal Sustainability Initiative.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Board committee assignments for 2014

Attachments: committee list

Action Requested: The Board considered committee assignments for 2014. **Follow up:** Okay with full Board to bring forward to a Monday agenda.

Record @ 04:23:35

Subject/Description: Consider appointment/reappointment to the Marine Resources

Committee

Attachments: ves

Action Requested: The Board considered appointment/reappointment to the Marine Resources

Committee.

Keith Higman reviewed the enabling resolution for the MRC and suggested amending it to add more flexibility as well as establishing some straight forward expectations for the MRC. Keith will bring his suggestions forward for the Board's review at a future work session.

Follow up: Okay with full Board to forward recommendation to Monday's agenda.

Subject/Description: Consider dissolution of the Island County Water Conservancy Board **Attachments:** Ltr dated 11/13/13from WRAC

Action Requested: Keith Higman noted that the Water Resources Advisory Committee reviewed the Island County Water Conservancy Board history, membership, roles and responsibilities. Since the Water Conservancy Board was established in 2001 they have not been called on to review any water rights change applications. It is the Water Resources Advisory Committee's recommendation to dissolve the Island County Water Conservancy Board.

Follow up: Keith Higman will prepare a resolution to dissolve the Water Conservancy Board for Board review.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 223 DECEMBER 4, 2013 – WORK SESSIONS

Subject/Description: Commissioners Travel Allowance
Attachments: Resolution C-149-12
Action Requested: Approval of Resolution providing Lump Sum Travel Allowance in Lieu of Actual Expenses to County Commissioners
Follow up: The Board agreed to continue with the reduced travel stipend of \$300.00 per month.

BOARD OF COUNTY COMMISSIONERS ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Kelly Emerson, Member

Helen Price Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board

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